

SECTION VI - Part 4 of 5
PROJECT MANAGEMENT AND INFORMATION TECHNOLOGY TEMPLATES

A121 - Implementation Plan Coversheet

System:	Item Number: A121
Title: Implementation Plan	
RFP Reference: Section VI Part 3, U.1	
Date of Submission: <ul style="list-style-type: none">• Draft submission due 5 days before the initial Development Review Technical Review meeting.• Final submission due before the Development Review Technical Review meeting.• If approval of deliverable is contingent on incorporation of changes specified by CDCR, an updated submission incorporating the changes shall be provided within 15 days.• Updates as needed.	
Distribution: <ul style="list-style-type: none">• CDCR: 2 copies along with a magnetic media containing MS Office format copy.• IV&V: 1 copy along with a magnetic media containing MS Office format copy.	
Approval: CDCR written approval is required.	
Comment: Change pages may be delivered upon approval of changes to the requirements until the cumulative total number of change pages reaches 10% of the final submission, upon which the entire document shall be re-issued.	
Preparation Instructions: The Contractor shall provide this document according to the standards defined in the documentation plan. The deliverable(s) shall include at a minimum the contents of the template in and/or following this coversheet, or equivalent as determined by the Project Director or designee. Providing less information than required in the template or any exceptions shall not be allowed unless advance written permission is obtained from the Project Director or designee.	

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Implementation Plan Template

1.0 SCOPE

1.1 Identification

Provide a full identification of the application or system to which this document applies, including identification number(s), title(s), abbreviation(s), version number(s), and release number(s).

1.1 System Overview

Briefly state the purpose of the system to which this document applies. It shall describe the general nature of the system; summarize the history of system development, operation, and maintenance; identify the project sponsor, acquirer, user, developer, and support agencies; identify current and planned operating sites; and list other relevant documents.

1.2 Document Overview

Summarize the purpose and contents of this document and shall describe any security or privacy considerations associated with its use.

1.3 Definitions and Acronyms.

Provide definitions and a list of the acronyms used in the Implementation Plan document.

1.4 Referenced documents.

List the number, title, revision, and date of all documents referenced in this document. Also identify the source for all documents not generally available.

2.0 IMPACT ANALYSIS AND CONVERSION STRATEGY.

Describe the impact analysis and conversion strategy for each of the listed areas. The impact of implementing the System on the CDCR shall be identified. Graphic illustrations of the conversion strategy are required. The plan must cover the time period from contract award to complete system implementation (i.e. until all proposed hardware, software, and other necessary components are implemented, accepted by the State and in normal business use.) The impact analysis and conversion strategy shall include, at a minimum, a subsection for each of Central Office, Data Center, and Complete System Implementation.

2.1 Advance Planning and Coordination.

Identify the major areas that are considered. Identify the goals and issues for each major area. Identify all locations the implementation will impact.

2.2 Installation of Network and Hardware.

Describe the approach to implementing the network and hardware. Identify the impact of network and hardware installation and modification. Identify the staff who will be impacted including at a minimum CDCR custody, health care, technical, and contractor staff. Identify all locations the implementation will impact.

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2.3 Software Installation

Describe the approach to implementation of software. Identify the impact of software installation and modification. Identify the staff who will be impacted including at a minimum CDCR custody, health care, technical, and contractor staff.

2.4 Documentation

Identify the documentation needed for implementation. Identify the staff who will be impacted including at a minimum CDCR custody, health care, technical, and contractor staff.

2.5 Security

Identify the security and preparations needed for implementation. Identify the staff who will be impacted including at a minimum CDCR custody, health care, technical, and contractor staff.

2.6 Training

Describe the approach to provide training. Identify the training needed for implementation by location. Identify the staff who will be impacted including at a minimum CDCR custody, health care, technical, and contractor staff. Identify the necessary training materials and other resources needed to perform training. This section may, with written CDCR approval, refer to other deliverable documents.

2.7 Data Conversion

Describe the approach to data conversion. Identify the impact of data conversion. Identify the staff who will be impacted including at a minimum CDCR custody, health care, technical, and contractor staff (include staff needed for actual conversion, verification, testing, etc.). This section may, with written CDCR approval, refer to other deliverable documents

2.8 Staff Transition to New System

Identify the approach and preparation needed for staff transition during the implementation. Identify the staff who will be impacted. Identify the impact to CDCR custody, health care, and technical staff, and all contractor staff at a minimum.

2.9 Post Implementation Analysis

Identify what analysis will be performed after the specific subsection is completed. Identify the staff who will be impacted including at a minimum CDCR custody, health care, technical, and contractor staff.

3.0 OPERATIONAL PREPARATION

Describe the operational preparation necessary for implementing the System. The operational preparation shall include, at a minimum, a subsection for each of Central Office, and Complete System Implementation. The operational preparation must address institution safety and security, Central Office, and Data Center concerns in addition to the new system concerns.

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3.1 Location Name

3.2 Contact Point

Provide the name and phone number for the location contact point

3.3 Advance Planning and Coordination

Identify the major areas that are considered. Identify the goals and issues for each major area. Identify all locations the strategy will impact.

3.4 Preliminary Site Visits

Identify any needed site visits needed to prepare the institutional operations preparation strategy, implement the strategy, and/or evaluate the strategy (post implementation). Produce site visit reports for the CDCR after the Site Visits.

3.5 Site Preparation Specification

Identify any needed preparation(s) that must occur. Provide measures of the preparation (number of documents, number of staff, etc.). Identify the tasks and describe who is responsible for each task. Include physical space needs, cabling, power, special environment needs (heat, humidity, etc.), access, and secure spaces for deployment, parking, inventory procedures for tools, escorts, keys, etc.

3.6 Site Readiness Verification

Identify the means to verify and document that the site(s) is(are) ready for implementation.

3.7 Acquiring Equipment

Describe the schedule and process to acquire and install needed equipment.

4.0 SITE SPECIFIC INFORMATION.

Describe the site-specific information needed for the implementation. Provide at a minimum a subsection for each, Central Office and Complete System Implementation.

4.1 Location Name

4.2 Personnel Requirements

By team, describe the composition of the different implementation teams. Define each team member's tasks. Provide a list of the personnel (CDCR and all contractor staff) needed for the Implementation. Identify who is responsible for providing each staff person. Include any special needs or considerations such as pre-authorization for access.

4.3 Schedule

Describe the detailed tasks and schedules for the Implementation, showing the interrelationships between the various aspects of implementing the system (i.e. Site Visits, Training, Installation, etc.).

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4.4 Procedures

Provide the procedures needed for the Implementation. Include step by step procedures for hardware, software, telecommunications, training, and data conversion identifying the group or person(s) responsible for each step. Include anticipated error conditions and appropriate recovery procedures. Also include checklists for hardware, software, telecommunications, training, and data conversion. This section may, with written CDCR approval, refer to other deliverable documents.

4.5 Supplies Needed

Provide a list of the supplies needed for the Implementation. Identify who is responsible for providing each supply.

APPENDICES A-X?

Appendices are labeled alphabetically. Appendices may be used to contain referenced information or information which might otherwise have rendered the document less readable if placed in the main body. Appendices may also be used for information that needs to be bound separately for security reasons. The contractor should use as many appendices as is reasonable and makes sense for the deliverable.